Approved For Release 2006/12/07 : CIA-RDP75-00399R000100150129-9

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. SRD 951 J

1. TITLE OF REPORT (if a fill-in report include Form No.)
951 J LIFE INS PR TRMS-TRS

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [✓] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [✓] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): CP-O

8. ADP PROCESSING: [✓] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.143		.60		12		7.20

B. COSTS OF COMPUTER PRODUCED REPORTS

			.10	12	1.20
				TOTAL COSTS PER YEAR	$ 8.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

MORI/CDF

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
[ ] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS STAT | DOLLARS

15. DATE OF INVENTORY: 2 NOV 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

FORM 142

Classification

(22-36-43)

Approved For Release 2006/12/07 : CIA-RDP75-00399R000100150129-9